

PEAK DISTRICT NATIONAL PARK AUTHORITY

STANDING ORDERS

PART 6

PROPER OFFICERS

October 2016 - Updated to reflect revised job titles

December 2019 - Updated to clarify deputy arrangements if Treasurer is unable to act

March 2021 – Updated to reflect Officer Re-Structure agreed at Authority on 04/12/20

October 2023 – Updated to reflect organisation changes.

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Standing Order

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PROPER OFFICERS OF THE AUTHORITY

The following Officers of the Peak District National Park Authority shall be the Proper Officers designated to perform the functions and comply with the obligations of the legislation listed below and any statutory amendments or additions thereto:

6.1 The National Park Officer shall be the Head of Paid Service within the meaning of the Local Government and Housing Act 1989 and the Proper Officer in relation to the following provisions:

<u>LEGISLATION</u>	<u>FUNCTION</u>
<u>The National Park Authorities (England) Order 1996</u>	
Article 5	Receipt of notice of resignation of Chair or Deputy Chair.
Article (6)	Receipt of notice of Member's resignation of office.
Article (9) Schedule 2 para 4(2)	Calling of extraordinary meetings.
Article (9) Schedule 2 para 6	Calling of meetings.

6.2 The Treasurer of the Authority shall be the Officer responsible for the proper administration of the Authority's financial affairs under the Local Government Act 1972; the Chief Finance Officer under the Local Government Finance Act 1988 and shall be the Proper Officer in relation to:

<u>LEGISLATION</u>	<u>FUNCTION</u>
<u>Local Government Act 1972</u>	
Section 115	Receipt of Monies due from officers.
Section 146	Declarations and Certificates with regard to securities.
<u>Local Government Finance Act 1988</u>	
Section 116	Calling of meetings.

6.3 The Authority Solicitor shall be the Monitoring Officer under the Local Government and Housing Act 1989 and the Proper Officer in relation to:

<u>LEGISLATION</u>	<u>FUNCTION</u>
<u>Local Government Act 1972</u>	
Section 100B(2)	Circulation of Agendas and Reports.
Section 100B(7)(c)	Supply of copies of documents to the Press.

Section 100C(2)	Written summary of proceedings.
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Section 229(5)	Certification of photographic copies of documents.
Section 238	Certification of bye-laws.

Local Government Act 1974

Section 30	Public Notice of Ombudsman's Report.
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Localism Act 2011

Section 29	Maintenance of the register of Member's Interests and the register of gifts and hospitality
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6.6 The author of any Report submitted to a Chief Officer for meetings of the Authority, any Committee or Sub-Committee, shall be the Proper Officer in relation to:

Section 100D(1)(a)	Preparation of list of Background Papers.
Section 100D(5)(a)	Identification of Background Papers.

6.7 General Delegation

The Proper Officer functions of the Officer listed in Column 1 below may, in their absence or if they are otherwise unable to act, be carried out by the Officer listed in Column 2

Column 1

Column 2

National Park Officer	Head of Resources or in their absence the Head of Planning, Head of Landscape and Engagement or Head of Assets and Enterprise
Treasurer	(Only in the instance of incapacity rather than absence) the National Park Officer or Authority Solicitor to enable paragraphs 8.1 to 8.3 of the Treasury Management contract with North Yorkshire County Council for provision of s151 Officer advice.
Authority Solicitor	(Only in the instance of incapacity rather than absence) Senior Lawyer or Customer and Democratic Support Manager
Monitoring Officer	Deputy Monitoring Officer

In the event of such Officers being absent or otherwise unable to act the Proper Officer functions shall be carried out by any other appropriate Officer designated in writing by the National Park Officer for a limited or defined period.